

REQUEST FOR PROPOSALS  
FOR  
FIRE SPRINKLER INSPECTION/REPAIR  
FOR  
THE CITY OF CASPER

Date: November 2, 2023

**PROJECT SUMMARY**

The City of Casper, Wyoming, Parks, Recreation and Public Facilities Department, Buildings and Structures Division, is seeking the services of a professional fire sprinkler inspection and repair company, hereafter referred to as Contractor, to provide comprehensive fire sprinkler and backflow inspection and repair services for twelve (12) different City of Casper facilities for a period of up to five (5) years. The Contractor supplying this service must be experienced in the fire suppression industry and must operate and comply with all applicable local, county, state, and federal policies, procedures, rules, regulations, codes, and laws. The successful Contractor will be fully insured to City established levels of coverage and keep in effect all required coverage's during the term of the agreement. Proposals will be reviewed by the staff from the City of Casper Parks, Recreation and Public Facilities Department.

**1. SCOPE OF SERVICES:**

- a. **EQUIPMENT:** The Contractor shall address and provide all the information requested under this proposal in connection with and with respect to the services as detailed in this Scope of Services for a period of up to five (5) years from the award of a contract for fire suppression systems at the following locations:

Location	Address
City Hall	200 N. David St.
City Center	100 W. B St.
Casper Business Center	123 W. 1 <sup>st</sup> St
Casper Service Center	1800 E. K St.
Casper Recreation Center	1801 E. 4 <sup>th</sup> St.
Casper Municipal Golf Course Clubhouse	2120 Allendale Blvd
Marathon Storage Building	342 N. Market St.
Fire Station 2	4000 Coffman Ave.
Fire Station 3	2140 E. 12 <sup>th</sup> St.
Fire Station 5	555 Landmark Dr.
Fire Station 6	185 Valley Dr.
Hogadon Ski Lodge	2500 Hogadon Rd.

- b. **SCOPE OF WORK:** Contractor to complete annual fire sprinkler system inspections in accordance with National Fire Protection Association “NFPA” 25 and State of Wyoming requirements.
  - i. Fire Sprinkler Systems (annual inspection)
    - a. Inspect all thirteen (13) wet systems and risers.
    - b. Perform 2” drain test and record static and residual pressure(s)
    - c. Check and determine if fire sprinkler system is in service and working in satisfactory condition
    - d. Check condition of drains, valves, gauges, and related equipment
    - e. Inspect all sprinkler control valves for proper position, condition, accessibility, and test
    - f. Tag alarm valves as required by law
    - g. Inspect sprinkler control valve identification signs and security arrangements
    - h. Check all control valves
    - i. Open and close system control valves and sectional valves to see if in good condition and lubricate when necessary
    - j. Check condition of all alarm valves and related trim
    - k. Test water motor alarm gong on all systems by:
      - i. Operating inspectors test connection
      - ii. Visual inspection
      - iii. Water flow for evidence of any obstruction
    - l. Inspect and test sprinkler alarm components
    - m. Check condition of sprinkler heads for any obstruction or coatings that may hinder activation
    - n. Check reserve sprinkler heads for proper supply and arrangement
    - o. Check for adequate clearance around sprinkler heads for proper water distribution
    - p. Check general condition of sprinkler system piping, hangers and related equipment
    - q. Inspect the following fire department connections:
      - i. Couplings
      - ii. Caps
      - iii. Threads
      - iv. Clapper
      - v. Check valves
      - vi. Drains
      - vii. Lubricate as necessary
    - r. Instruct designated individuals in the care and maintenance of the fire

protection equipment as required by NFPA 13 and 25 and state requirements.

ii. Dry Valves

- a. Dry tip valve to determine if it is in service and in working condition
- b. Check drain valves, gauges and related components
- c. Inspect and test all control valves for proper position, condition and accessibility
- d. Tag dry valve
- e. Inspect building for changes that could affect system performance
- f. Check sprinkler heads for any obstruction/coatings that may hinder activation
- g. Check condition of dry valve and related trim
- h. Check to see if reserve sprinkler head(s) are in proper supply and assortment
- i. Check for adequate clearance around sprinkler heads for proper water distribution
- j. Drain low points per NFPA 25
- k. Inspect pressure reducing valve, as per manufacturer standards, and report as necessary

iii. Electric Fire Pumps

- a. Perform fire pump performance test in accordance with NFPA Annual Pump Test
- b. Test all fire pump functions for satisfactory performance
- c. Check all valves to make sure that they are fully open
- d. Test operation of pressure and casing relief valve
- e. Inspect packing glands and, if deemed necessary, adjust
- f. Check fire pump for proper operation and conditions
- g. Test pump for proper operation and conditions
- h. Inspect bearings for proper operation and conditions
- i. Set the mercooid switch on fire pump and jockey pump
- j. Provide a pump curve showing the operation of the pump as required by NFPA

iv. Backflow Preventers

- a. Perform annual inspection on backflow preventers in accordance with City water department
- b. Upon completion of the inspection, documentation will be forwarded to the City stating that the backflow preventer has been tested and inspected in accordance with the manufacturer's recommendation.

v. The Contractor shall not shutdown any equipment unless permission is first

obtained from the City's designee.

- vi. Work shall be performed during normal business hours. Normal hours are defined as 7:00 a.m. to 4:00 p.m. Monday through Friday inclusive, excluding holidays. Contractor shall not be requested to perform inspections or tests during premium time without being adequately compensated for said premium portion of time.
- vii. Contractor must directly employ personnel that have sufficient experience and training as required to perform the inspections and testing in compliance with NFPA 25.
- viii. Contractor must supply and complete inspection / test tags and required for the fire suppression systems that have been inspected / tested. The completed tags must be attached to the fire suppression systems such that the tags are readily available for review by City personnel and the Authority Having Jurisdiction "AHJ".
- ix. City shall provide personnel to assist the Contractor with the inspection and testing of the Fire Suppression systems. The City shall provide an employee to escort the Contractor throughout the various facilities. The City shall also provide an employee to monitor the applicable Fire Alarm Control Panel while the subject inspections and tests are being performed.
- x. Because of the essential life safety aspects of the service contract, bidders shall meet all of the following criteria. Proof of it should be furnished on the "Contractor's Data Sheets." Only companies who are qualified will be permitted to submit a bid on this work.
- xi. Contractor must maintain in his shop a sufficient quantity of common spare parts to provide prompt repairs.
- xii. If in the opinion of the City, parts delays cause unacceptable problems, the City reserves the right to make direct part purchases from other sources.
- xiii. Any specialized equipment require by the Contractor to perform the services under this Contract shall be provided at no additional cost to the City. Except for high range/reach, lift equipment or scaffolding may be a direct pass on cost, with prior approval from the City's designated contact person.
- xiv. To maintain the operating integrity of the systems, only parts made by the original manufacturer or other authorized replacement parts by the manufacturer will be an acceptable replacement. Parts are to be installed in accordance with manufacturer's written recommendations.
- xv. A list of institutions and names and telephone numbers of contact persons presently under contract for this type of service shall be submitted with the bid. Failure to submit these references will cause bid to be declared non-responsive.
- xvi. The Contractor shall not sell, transfer, assign or otherwise dispose of this contract

to any third party for the performance of their work. All subcontractors must be approved prior to the start of work by the Buildings and Structures Manager or his designee.

- xvii. The Contractor shall comply with all laws or ordinances and all rules and regulations of health, public and/or authorities controlling or limiting the methods, the materials to be used or the actions of those engaged in work of this kind.
- xviii. Any labor or material in addition to that described herein necessary to comply with these laws, rules, ordinances or regulations shall be performed and furnished by the Contractor.
- xix. Contractor must subscribe to and upload all reports to the LIVsafe reporting system. Reports shall be uploaded to the LIVsafe records management system within 14 days of inspection.
- xx. All inspections must be completed, and reports submitted to appropriate Authority Having Jurisdiction (AHJ) no later than July 1 of each year.
- xxi. City reserves the right to add, or remove, locations from this Contract at any time upon thirty (30) days written notice to the Contractor.
- xxii. City reserves the right to cancel this Contract at any time upon thirty (30) days written notice to the Contractor.

## **2. RFP Submittal and Time Table**

- a. Mandatory pre-bid walkthrough will be held on November 6, 2023, 8:00 a.m., at the Casper Business Center, 123 W. 1<sup>st</sup> Street, Casper, Wyoming 82601. Additional pre-bid walkthrough time is allotted on November 7, 2023, if needed. This pre-bid walkthrough will tour provide Contractor with an opportunity to see all of the fire suppression systems included in this bid. Additional opportunities to survey equipment will be limited.
- b. Proposal due date is Thursday, November 16 at 4:00 p.m., at Casper Business Center, 123 W. 1<sup>st</sup> Street, Casper, WY 82601. Proposal submittals should be directed to: Parks, Recreation and Public Facilities Department, Attention: Matt Thomason, Buildings and Structures Manager. The successful proposer should be prepared to begin services and maintenance operations on, or about January 1, 2024. The proposal submittal will be the Contractor's indication that they have no problem in keeping this schedule.
- c. In making a proposal, the Contractor hereby certifies that they have reviewed this RFP and are familiar with all conditions contained therein. The City will not be responsible for nor incur any cost associated with the submittal or preparation of this Request for Proposal.

- d. Fire sprinkler inspection services to begin upon execution of a contract and terminate after five (5) years.

### 3. **Bid Proposal**

- a. List your proposed annual pricing and proposed totals in the chart below.  
b. Describe in detail any exceptions to the requested scope of services. Attach additional documentation as needed.

Location	Annual Price Year 1	Annual Price Year 2	Annual Price Year 3	Annual Price Year 4	Annual Price Year 5
City Hall					
City Center					
Casper Business Center					
Casper Service Center					
Casper Recreation Center					
Casper Municipal Golf Course Clubhouse					
Marathon Storage Building					
Fire Station 2					
Fire Station 3					
Fire Station 5					
Fire Station 6					
Hogadon Ski Lodge					
<b>Monthly Total</b>					

**Annualized Pricing:**

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**Five Year Total:**

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### 4. **Contractor Qualifications**

In addition to the items addressed in the Scope of Services, the following information relating to the Contractor qualifications is requested:

1. Professional Contractor name, address, and telephone number(s),
2. Name, qualifications, certifications and experience of key personnel available for this Project.
3. Recent list of references and complete work(s) similar in nature.

## **5. Contract Provisions**

The contents of this proposal, for the successful Contractor, may become contractual obligations if the City of Casper wishes to execute a contract based on the submitted proposal. Failure of the successful Contractor proposer to accept these obligations, in a purchase agreement, purchase order, contract, lease agreement or similar instrument may result in cancellation of the award and such Contractor may be removed from future solicitations.

## **6. Insurance Provisions**

The successful Contractor must be able to procure and maintain, during the course of this project agreement, and any subsequent renewals insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work performed by the Contractor, its subcontractors, agents, representatives, or employees. Required coverage includes general liability insurance and professional liability insurance in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for each claimant for any number of claims arising out of a single transaction or occurrence and in the sum of no less than Five Hundred Thousand Dollars (\$500,000) for all claims arising out of a single transaction or occurrence. Contractor must also furnish appropriate automobile liability coverage with limit no less than Five Hundred Thousand (\$500,000) per accident for bodily injury and property damage and Workers' Compensation coverage as required by the State of Wyoming with Statutory limits.

Contractor shall provide the City with certificates evidencing such insurance as outlined above prior to beginning any work under this project. Such certificates shall provide the thirty (30) days advance written notice to City of cancellation, material change, reduction of coverage, or non-renewal. Insurance certificates shall name the City as additional insured, or in lieu of any additional insured requirement, Contractor will provide an Owners and Contractors Protective Liability Policy with limits of no less than One Million Dollars (\$1,000,000), which lists the City, its officers, elected and appointed officials, employees, agents, and volunteers as named insureds.

## **7. Special Provisions**

The City reserves the right to reject any and all proposals and to waive any informalities. The Contractor shall be responsible and responsive to the City in its requirements within the scope of this proposal, and shall confer with and be guided by the directive of the City

through the Parks, Recreation and Public Facilities Department. The Contractor shall attend any special meetings with the Parks, Recreation and Public Facilities Department relating to questions, performance or negotiations concerning this proposal.

In the event that it becomes necessary to revise any of this Request for Proposal, an addendum to this RFP will be provided to each Contractor. The City reserves the right to change submission date(s) for any reason, including an addendum or supplement to the RFP. Late proposals will not be accepted. It is the responsibility of the Contractor to ensure that the proposal arrives prior to 4:00 p.m., Thursday, November 16, 2023.

I have read, understand, and will comply with all of the conditions of this RFP, as it applies to my fire sprinkler inspection and repair responsibilities, as noted and quoted in the above proposal information.

Authorized Individual Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ (Individual/Contractor Representative)

Individual/Contractor

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address (Street and/or P.O. Box)

\_\_\_\_\_  
City State ZIP Telephone